

## EVENT REQUEST FORM

*Please complete the below form and send it back to our office in WORD format.  
Please do not send the completed form back as a PDF*

### Organization and Contact Information

Below is the information we need to present this invitation to the Speaker. If you have any questions please let me know. Please be sure to answer the following questions in full, as all of the information is essential before the Speaker can consider this invitation.

**Name of Organization:** UNLV Foundation

**Full name of Organization as it should appear as Signing Party on formal Contract (if invited Speaker accepts this Offer)?** UNLV Foundation

**Name of person completing this Offer Form:** Tori Klein

**Title:** Director, UNLV Foundation Events

**Address:** 4505 S Maryland Parkway Box 451006 Las Vegas, NV 89154-1006

**Email:** tori.klein@unlv.edu

**Phone:** 702-895-2842

**Fax:** 702-895.2860

**Cell phone:**

**Name and Title of person who will be signing the Contract if Speaker can accept Offer:** Nancy Strouse

**Phone number for that person:** 702-895-2811

**Email address for that person:** nancy.strouse@unlv.edu

**Name and Title of person who will be handling Invoices/Payments on this Contract if Speaker can accept Offer:** Tori Klein

**Phone number for that person:** 702-895-2842

**Email address for that person:** tori.klein@unlv.edu

**Please note if the Organization is a production /meeting planning /event management company (or related):** no

### Date and Location

**Proposed Date(s):** Thursday, September 18, 2014

**Alternate Date(s): Tuesday, September 16, 2014**

**Event Venue: Bellagio Resort**

**City and State of Engagement: Las Vegas, NV**

### **Fee and Expenses**

**Fee being offered: \$225,000 inclusive of all travel and associated expenses for her and her advance team**

**Please detail the travel expenses being offered: her fee above is inclusive of all travel, etc. We will provide her with refreshments in her assigned Green Room during the event and are happy to accommodate staffers at the dinner.**

*\* Standard travel expenses include a chartered roundtrip private air transportation (e.g., a Gulfstream 450 or larger jet), which must be paid in advance of the event. The host will also need to pay for roundtrip business class airfare to and from the event city for two (2) advance staffers who will arrive in the city of the engagement up to three (3) business days prior to the event. The host is responsible for hotel accommodations at a hotel identified by Speaker's staff. Accommodations should include a presidential suite for the Speaker and up to three (3) adjoining or contiguous single rooms for her travel aides and up to two (2) additional single rooms for the advance staff. The host is responsible for all ground transportation for the Speaker, her travel aides and the advance staff while they are in the city of the engagement, as well as all phone charges/cell phones and meals during their stay. In addition to the expenses outlined, the host will be responsible for a \$500 flat payment to reimburse the lead travel aide for out-of-pocket travel expenses. The host will be responsible for a flat fee of \$1,000 for the services of the onsite stenographer who will be responsible for creating an immediate transcript of Secretary Clinton's remarks. The Agency will coordinate all of the arrangements for the stenographer. We will be unable to share a copy of the transcript following the event.*

**Please detail specifically how the fee and travel expenses are being funded: see above**

*\* Please note: Should the Speaker accept this invitation, the fee will need to be paid directly from the contracting organization's account.*

### **Organization Description and Background**

**History and/or background of organization:** The University of Nevada, Las Vegas Foundation is a nonprofit organization that raises and manages private funds for the benefit of the University of Nevada, Las Vegas. These funds enhance the quality of the University and strengthen its missions of teaching, research, and public service. Now in its 30th year, the UNLV Foundation has raised more than \$800 million through:

- Annual giving programs
- Rebel Ring Phonathon
- Scholarships for students
- Major program and facility support
- Tribute and memorial giving programs
- Estate gifts

The essence of a university is found in its leaders, those willing to dedicate their time and effort to the advancement of the campus. A 56-member volunteer Board of Trustees works with the UNLV President to focus on private funding opportunities in all sectors of campus.

Website of organization: <http://foundation.unlv.edu/>

**REQUIRED:**

- **Who is the CEO(s) and leadership (ie: Chairman of the Board, President, and/or Founder) of your company?** Nancy Strouse, Executive Director. John O'Reilly, Chairman of the Board of Trustees; Neal Smatresk, President of UNLV
- **Where is your company headquartered? Please list the exact address.** 4505 S. Maryland Parkway, Box 451006, Las Vegas, NV 89154-1006
- **What is the formal name of your organization? Or what is your official name that you typically do your banking under? Does your organization have any acronyms or other names that it is known by?** UNLV Foundation, University of Nevada, Las Vegas Foundation
- **Are there any other subsidiaries of your company? If yes, please list them.** none
- **Is the CEO(s) of your company either CEO(s) or President of any other organizations?** no
- **What is your Federal Employer Identification Number (FEIN) or your country's equivalent?** tax ID 94-2790134

### Additional Sponsors

Will there be any additional Sponsors for your event?

Sponsors include any organizations or individuals who will receive special consideration at the event in return for a fee or for offering their services in return for special recognition. Sponsors can include, but are not limited to corporations, individuals, members of your organization, or governmental entities or organizations.

Please be sure to indicate the name of any Sponsors, their websites and what they will be receiving in return for their Sponsorship at the event: Tables at the highest level will be able to have a total 4 guests per table included in the photo line and to Mrs. Clinton, will receive a gift (traditionally an autographed book), have premium seating, premium wines and be included in a dignataries' reception prior to the dinner. Other sponsors include Southern Wine & Spirits who traditionally donates wine and beverages for the evening; Bellagio Resort provides discounted services for the evening and Real Water provides bottled water for our guests as they leave. We usually engage the support of a local guest chef who support us by providing consultation on the menu.

### Event Description

**Title and Description of event:** 2014 UNLV Foundation Annual Dinner

**Event website:** <http://foundation.unlv.edu/>

**How many years has this event been in existence?** 25

**Are there any other Speakers invited to speak at this event?** As a keynote, no; but there will be presentations by our chairman of the board honoring newly inducted Palladium members (donors who've given \$1MM or more cumulatively to the University); and the President of the University will also make remarks.

**Number of attendees:** 600 - 1000+; we're anticipating 1000+ should Mrs. Clinton accept.

**Description of attendees:** UNLV donors, university administration, staff and students, a few political dignitaries and Nevada System of Higher Education Regents

**Is the event open to the public?** no; by invitation only

**Will the event be publicly advertised?** If yes, where? (Please note the following media are not allowed for ads: tv, radio, billboard.) on our website and on our UNLV calendar.

**Will tickets be sold to the event?** yes; individual tickets will be sold

**Are there any past speakers of note who have participated in this event?** former President Bill Clinton in 2012; Tom Brokaw in 2013; David Gergen in 2011 Doris Kearns Goodwin in 2010.

**Prior speakers:** Colin Powell, Madeline Albright, Sally Ride, Mark Russell

**Attire (business, casual, etc.):** business cocktail

**Requested person to introduce the Speaker at the event (if known)?** Brian Greenspun or the President of UNLV

## News Media and Taping

**The Speaker's participation at the event including the speech and any additional activities should be closed to news-media. Also, the Speaker will be unable to consider any interview requests associated with the event.**

**You are permitted to have your private, in-house photographer onsite at the event to take photos during the first five minutes of the Speaker's remarks. Any photographs taken cannot be used or distributed without the Speaker's prior written permission.**

**Following the event, you may submit a press release to the Agency for approval. The release may include 1-2 photos of the Speaker at your event. All releases MUST be approved in advance by the Speaker's office via the Agency before it can be released.**

**The Speaker's participation in your event, including her remarks, Q&A and the photo line reception may not be taped or recorded.**

**Please indicate that you have reviewed this section and agree with the above: yes**

## Marketing and Promotions

**Once the Speaker accepts your invitation, HWA will provide you and your staff with an approved photo and bio for use in your materials.**

**All marketing and promotions including invitations, emails, websites, etc. related to the Speaker's participation in the event, must be pre-approved by the Speaker's office and cannot be released until you have received approval for each piece by HWA.**

**We are unable to consider promotions via TV, radio, national newspapers or billboards.**

**Please outline how you will be marketing this program, how you will be inviting people and include a general promotions timeline. If approved, we will announce the date at this year's event which is scheduled for November 16. Save the Date cards would go out Winter 2014. Invitations Spring 2014. Additional coverage will be in the UNLV Foundation newsletter, our University Calendar and as follow up to our attendees from the 2013 dinner via email.**

## Detailed Itinerary

In the box below, please provide specific times for each of the Speaker's required responsibilities while at the event and the number and description of attendees. Please note that the format is detailed below:

Start & End Time	Description
7:30 - 8:00pm	Photoline (30 minutes as detailed below)
8:05 - 9:05pm	Speech plus moderated Q&A (60 minutes as detailed below)

The total time the Speaker will be at your event is 90 minutes. The 90 minute agenda should include the following two tiers:

- 30 minute photoline reception not to exceed 50 people
- 20 minute speech plus a 40 minute moderated Q&A for a total of 60 minutes

The photoline may take place immediately prior to or immediately following the speech. There should not be any break or downtime between the photoline and the speech portion of the event.

The Speaker will not be able to join your guests for any meals or other functions during your engagement other than the photoline and speech with moderated Q&A.

**PHOTOLINE:**

- The advance staff will of course coordinate with the host to help in the set up and execution of the photoline reception.
- The location of the photoline reception should be in close proximity to the room in which the speech will take place.
- Should the photoline take place BEFORE the speech:
  - Please have your guests arrive for the photoline reception well in advance of the Speaker's arrival. We recommend approximately 45 minutes prior to the Speaker's arrival.
  - By the time the Speaker arrives all of the guests will be lined up in preparation for the photo receiving line. Once the Speaker arrives, each person will have the opportunity to meet her, shake hands, say hello and have their photo taken. Once the photo is taken the guest should depart the room and make their way to the speech location. That is to say, that by the time the last guest has had their photo taken with the Speaker the room should be empty of all guests.
  - The Speaker will then proceed to the room where she will deliver her speech.
- Should the photoline take place AFTER the speech and moderated Q&A:
  - We ask that those attending the photoline be seated together in the speech room, in an area that they can easily move to where the photoline reception will take place.
  - Upon conclusion of the speech, members of your staff should help escort the 50 guests attending the photoline to the room where the photos will be taken.

Attendees should be lined in preparation for the Speaker's arrival into the room.

- Once the Speaker arrives, each person will have the opportunity to meet her, shake hands, say hello and have their photo taken. Once the photo is taking the guest should depart the room. That is to say, that by the time the last guest has had their photo taken with the Speaker, the room should be empty of all guests.

#### SPEECH AND MODERATED Q&A

- We ask that the introducer and/or moderator be someone formally associated with your organization and should not be a politician/Government official, journalist or professional broadcaster.
- The Speaker's office will need advance notice of the proposed moderators or introducers and they will have final approval of any individuals proposed. Please do not make any invitations or confirm any introducer and/or moderator without prior approval.
- For consistency, we ask that all questions be posed to Secretary Clinton by the moderator.
- As to the content of the Speaker's speech, she tries to personalize her remarks for each speech based on the audience she is addressing. A few weeks before the event our office will help set up a call with you and the Speaker's speechwriter during which you will get the chance to discuss the specific topics you hope the Speaker will address in her remarks. The Speaker will make best efforts to tailor her speech to the requested topic. With that said, she has asked that the speech title be generic to allow her maximum flexibility when delivering remarks. Should the Speaker accept your invitation, and you will need to use a speech title in your marketing materials, you will be required to use pre-approved wording provided by the Agency once the Speaker accepts.
- If necessary and appropriate, the host will provide a teleprompter.

#### **Additional Information**

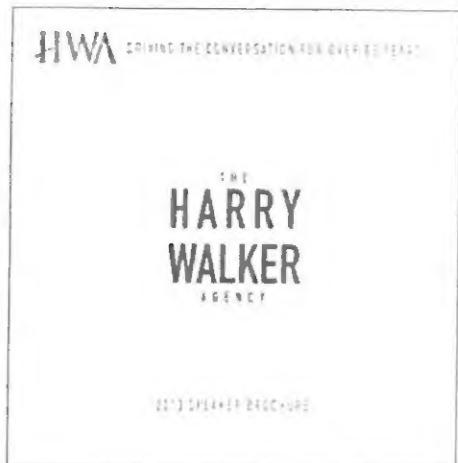
Please provide any additional information that you believe is necessary and that will better help us secure the Speaker to attend your event. Per conversation between Beth Gargano & Nancy Strouse, the initial deposit will not be due within 7 days of HC approval. Additional change to contract above is that Speaker will accommodate 50 couples in the photo line - not 50 people. We are able to move guests from their tables to line up in less than 10 minutes. (we accommodated 80 guests for Bill Clinton's photo line without any issues and could have handled an additional 20 with ease.)

Is there a deadline by which you need an answer on this offer? November 1, 2013

**By completing this Event Request Form, you understand and agree to the following terms:**

**If Speaker accepts this offer, your organization will be required to:**

- Proceed immediately to and sign an appearance agreement.
  - Pay a 50% deposit within 7 business days.
- Pay the 50% remaining balance four (4) weeks prior to the event date.
- Pay the airfare and additional expenses, if applicable, prior to event date



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**From:** nancy.strouse@unlv.edu [mailto:nancy.strouse@unlv.edu]  
**Sent:** Friday, May 31, 2013 8:06 PM  
**To:** Beth Gargano  
**Subject:** Re: Following up on our conversation earlier

Thought I was going crazy or needed a hearing test ;-)  
Should have the request for you next week.  
Have a cool weekend (104 here).  
Nancy

Nancy H. Strouse  
Sr. AVP for Development  
Executive Director,  
UNLV Foundation

Sent by iPhone

On May 31, 2013, at 3:01 PM, "Beth Gargano" <BethG@harrywalker.com> wrote:

Hi Nancy –  
I'm very sorry for the confusion. I sent you a form letter. You are absolutely correct. I believe the \$225,000 ALL INCLUSIVE plus stenographer fee should do it.

Beth

Beth Gargano  
Sr. Vice President  
The Harry Walker Agency, Inc.  
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